



**Board of Nursing Home Administrators  
Dept of Health  
Point Plaza East  
Room 153  
310 Israel Rd SE  
Tumwater, WA 98501  
August 27, 2004, 9:00 AM**

**Board Members Present:** Lennette Watson, Chair, NHA  
Linda Batch, LPN  
Donna El-Din, PT  
Keith Fauerso, NHA  
Susan Quigley, NHA  
Mely Davenport, RN  
Carol F. Hart, Public Member

**Assistant Attorney General:** Gail Yu, Assistant Attorney General

**Staff Present:** Laurie Jenkins, Assistant Secretary  
Paula Meyer, Executive Director  
Kendra Pitzler, Program Manager  
Judy Young, Staff Attorney  
Judie Graves, Administrative Assistant

**BNHA Business Meeting**

1. **Opening—Lennette Watson, Chair**
  - Call to Order – Lennette Watson called the meeting to order at 9:13AM, August 27, 2004.
  - Introductions – New members Susan Quigley and Mely Davenport were introduced. All current members and staff also introduced themselves for their benefit.
  - Order of Agenda - Order of Agenda approved.
  - Correspondence – No correspondence.
  - Announcements
  - Other
2. **Consent Agenda—DISCUSSION/ACTION**

Items listed under the consent agenda are considered to be routine agency matters and will be approved by a single motion of the Commission without separate discussion. If separate discussion is desired, that item will be removed from the consent agenda and placed on the regular business agenda.

  - Approval of August 27, 2004 agenda
  - Approval of May 121, 2004 minutes
  - June Budget report
  - Committee/Board Pay policy #122
  - Current HSQA and Section 6 Organization Chart

**ACTION:** The consent agenda was approved by the Board.
3. **Report on NAB Conference, June 2004 – Linda Batch - DISCUSSION**
  - National Association of Boards of Examiners of Long Term Care Administrators (NAB) summer meeting follow-up

**DISCUSSION:** Linda Batch reported on the NAB meeting he attended in New York in June, 2004. She reported that NAB was looking at the consistency between the states. She indicated that it is important that Washington be represented at these meeting as the gives our state the chance to provide input. The next NAB meeting will be November 3-5, 2004 in Arizona.

**4. Program Manager Report – Kendra Pitzler – DISCUSSION/ACTION**

- Update on New Board appointments

**DISCUSSION:** All Nursing Home Administrator positions have been filled. Staff is still recruiting for two members who are either representatives of the health care professions providing medical or nursing services in nursing homes or who are persons employed by an educational institution who have special knowledge or expertise in health care administration, health care education or long term care. Ms. Pitzler indicated that any suggestions for persons to fill these positions would be appreciated.

- Board Member Orientation

**DISCUSSION:** Ms. Pitzler indicated that there would be an orientation for new board members and asked for a date that would be good for the new members.

**ACTION:** The Board indicated that the orientation should be held in conjunction with the November 19, 2004 Board meeting and stated that Thursday, November 18, 2004 would be acceptable.

- Other

**5. Executive Director Report – Paula Meyer, Discussion/Action**

- HPQA Reorganization Update

**DISCUSSION:** This update was given by Laurie Jenkins, Acting Assistant Secretary for the Health Services Quality Assurance (HSQA) Section. In addition to the Health Professions Quality Assurance Division (HPQA), HSQA also includes Facilities and Services Licensing, Emergency Medical and Trauma Prevention and Community and Rural Health. Ms. Jenkins explained that HPQA was consolidating all of the investigator and staff attorneys into one unit in order to promote consistency in throughout the professions. This change will take place later this year.

- HPQA Section 6 Reorganization Update

**DISCUSSION:** Ms. Meyer discussed the changes to Section 6. Since no new professions will be added or eliminated during the HPQA reorganization, changes effecting Nursing Home Administrators are minor.

**6. Rules sub-committee – Keith Fauerso - DISCUSSION/ACTION**

- Administrator in Training (AIT)

**DISCUSSION:** At the June, 2004 meeting, the Board requested that Ms. Pitzler draft a letter that will be mailed to applicants who have not taken their examination after a certain period of time. Members of the rules sub-committee reviewed a draft of this letter in July. The sub-committee recommended that this letter be adopted by the Board.

**DECISION:** The Board agreed that this letter was acceptable and should be sent to applicants. It was suggested that this letter be sent to them near the end of their training so that they would receive encouragement to take the examination at that time.

**7. Administrator-in-Training Issues**

- Candidates from states that do not have requirements substantially equivalent to Washington State.

**HISTORY:** RCW 18.52.130 allows endorsement of licensure if the nursing home administrator is licensed in another jurisdiction that has licensure requirements that are substantially equivalent to Washington State. The program has recently received three separate applications for endorsement where the applicant did not appear to meet this requirement. Specifically, these states required no AIT or a 480-hour AIT and could not be considered to have substantially equivalent requirements. While the applicant had actually taken an AIT with a greater number of hours, it was discovered that the rules for AIT (WAC 246-843-090) require that the Board must pre-approve the AIT, receive quarterly reports and a project at the end of the program. Therefore, the applicants' AIT programs would not be acceptable even though the hours taken may have been substantially equivalent.

**DISCUSSION:** A suggestion was made that a Committee be formed to review this issue further and make possible recommendations for rules changes.

**ACTION:** The AIT Committee will consist of Keith Fauerso, Susan Quigley and Linda Batch.

- States with Requirements that are substantially equivalent to Washington State.

**HISTORY:** The law requires that endorsement candidates have a license in a state with requirements that are substantially equivalent to Washington. Currently, endorsement applications are reviewed for this on a case-by-case basis and verification of the AIT requirement must be received from the state of original licensure.

**DISCUSSION:** Ms. Pitzler suggested that the requirements for all states be reviewed and a list of substantially equivalent states be adopted by the Board. She indicated that she has a notebook with the laws and rules for licensure requirements for most of the states.

**ACTION:** The Board asked that staff do a side-by-side comparison of the rules on an excel spreadsheet. This can then be reviewed by the AIT Committee and/or a Board member for final recommendations.

**8. Waiver and/or Extension on Continuing Education.**

- Emergency and/or Personal Illness Circumstances

**DISCUSSION:** The Board was to be presented with a request for extension of the continuing education requirement. However, this request was withdrawn by the time the Board met.

**Executive Session if needed**

The Board went into executive session at 10:30 to make case disposition decisions regarding investigative cases. The Board was out of executive session at 10:45.

**11:00AM—OPEN MIKE**

Cynthia Todd from Residential Care Services spoke to the Board about the state law class which Nursing Home Administrators are required to take within 6 months of their licensure date. She is the instructor for this class. She indicated that there are many people who take the course who are not required, such as corporate personnel, temporary managers and out-of-state administrators. There are a number of administrators from Oregon who take the class and then decide whether to become licensed in Washington. While some administrators are not initially happy that they must take the course, she indicates that they usually receive a favorable response from people who have taken the course.

**9. Closing**

**The meeting was adjourned at 11:02 a.m.**